



# Department of Human Resources & Civil Service

## Job Announcement Please Post Conspicuously

Maggie Brooks  
County Executive

Brayton McK. Connard, SPHR  
Director

**TITLE:** NURSE MANAGER (Non-Competitive)

**SALARY:** \$58,330 - \$75,222 Annually

**LOCATION:** Monroe Community Hospital

### **JOB SUMMARY:**

This position is responsible for directing, planning and coordinating the twenty-four hour operation of an assigned nursing unit at the Monroe Community Hospital. Work involves planning and implementing the clinical care of patients and nursing procedures for the unit as well as assisting in developing and implementing policies, procedures and standards. The employee reports directly to and works under the general supervision of a hospital administrator. General supervision is exercised over a professional and paraprofessional nursing staff. Does related work as required.

### **In order to perform the duties of this position, an applicant should possess or be able to:**

- Communicate effectively, both verbally and in writing
- Organize and prioritize
- Demonstrate clinical nursing experience
- Possess management / supervisory skills
- Possess good interpersonal skills
- Be a professional role model
- Ability to motivate staff

### **MINIMUM QUALIFICATIONS:** EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Nursing or a related field PLUS one (1) year paid full-time or its part-time equivalent experience as a Registered Nurse, six (6) months of which must have been in a supervisory or charge nurse capacity; OR,
- (B) Graduation from a regionally accredited or New York State registered school of nursing PLUS thirty (30) months of paid full-time or its part-time equivalent experience as a Registered Nurse, six (6) months of which must have been in a supervisory or charge nurse capacity; OR,
- (C) Any equivalent combination of education and experience as defined by the limits of (A) and (B) above.

### **SPECIAL REQUIREMENT(S):**

Possession of a NYS License as a Registered Professional Nurse at the time of application.

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test, along with a background investigation. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

**THE FOLLOWING FACTORS WILL ALSO BE CONSIDERED:**

- Work Record and Attendance

**NOTE:** Applications must be filled out in their entirety and can be downloaded from [www.monroehosp.org](http://www.monroehosp.org) or obtained from the Monroe Community Hospital Human Resources Office. Submit completed applications to:

MONROE COMMUNITY HOSPITAL  
HUMAN RESOURCES  
435 E. HENRIETTA ROAD  
ROCHESTER, NY 14620

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**Posting Date:** February 19, 2015

**Posting Deadline:** March 4, 2015